

MEMORANDUM

SUBJECT: Procedure for Payment of Transportation Charges

In order that the policy may be clarified with regard to the handling through [ ] of payments for shipment of supplies and/or personal effects, the following memorandum sets forth the results of a meeting held in Mr. Saunders office March 12. 25X1

To effectively control the working fund established with the [ ] and to ensure a final check on the security factors of overseas cargo shipments, it was determined that billings for all shipments utilizing the facilities of [ ] would be handled in the following manner: 25X1

1. Mrs. [ ] will designate, as in the past, whether the shipments should be considered unvouchered or vouchered upon delivering same [ ] for handling. 25X1

2. Upon receipt of billing for said shipments Mrs. [ ] will certify all vouchers verifying that the shipment was made and for the benefit of this Organization. For the sake of uniformity, certification will be standardized to conform with the requirements of vouchered funds. 25X1

3. Mrs. [ ] will then forward all vouchers, both those designated as unvouchered and vouchered, to Mr. [ ] Special Funds Section. 25X1

4. Mr. [ ] will scrutinize all vouchers presented and determine which must be paid by unvouchered funds by reasons of security. 25X1

5. Any vouchers which he determines can be, from security standpoint, paid by vouchered funds will be forwarded to Chief of Fiscal Section under cover of memorandum. Chief of Fiscal Section will then process such vouchers and return the check to Mr. [ ] 25X1

6. In the event that Mr. [ ] determines that any shipments previously designated by Mrs. [ ] as vouchered funds must be transferred to and paid from unvouchered funds, he will forward a memorandum to the Chief of the Fiscal Section stating in essence "For security reasons it has been necessary to pay the following shipments designated as vouchered funds from unvouchered funds" and he will list thereon the cargo numbers of any such changes required, thus enabling the Fiscal Section to liquidate the obligations previously set up. 25X1

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7. Mr. [ ] will incorporate the check received from vouchered funds together with the check covering unvouchered payments and forward the combined checks under cover of letter to Mr. [ ] thus keeping control over the revolving fund in Mr. [ ] possession for the purpose of handling these shipments for us.

/s/ [ ]

25X1

cc- [ ]

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